

Cover Letter to CERT Team Leaders

This binder is designed with the information & forms you need for a major activation. The CERT response expands and contracts as the incident unfolds. Therefore, positions & facilities will only be filled if needed. The binder is designed to flow chronologically. If you want to reorganize it, use the provided Avery template along with the blank index to make your own index format. (Note: copy the index first to make sure the template lines up).

*If you have not already done so:
Establish your Activation Staging Area now!*

To complete this binder, you should add the following:

- Team Organization Chart with Names & contact info for:
 - Your Fire Branch Liaison
 - CERT Point of Contact - Mary Edmund: 831-247-9982, certauxiliary@gmail.com
 - Your Team's ICS positions
- Member Roster (sleeve provided)
- Activation equipment & supplies inventory & locations
- County, local & zone maps

Other support item to consider:

- Field Operations Guide (FOG) for every CERT responder

With training, practice and working as a team, you will be able to protect yourself and maximize your capability to help for the greatest number of people after a disaster.

I thank you for your service!

Ed Spurr
Capitola CERT Branch Leader

Bill Monroe
CERT Operations/Logistic Chief

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